

There must be a Front of House manager and one in-house usher present for every SATCo performance. The Front of House Manager is responsible for the safety of the patrons and is in charge of evacuation in the event of an emergency. The Front of House manager must have completed THEA 205 in the Front of House section and be acquainted with the emergency procedures and evacuation policies of the department.

The Front of House Manager is responsible for giving a front of house speech before the start of each show to inform the audience of land acknowledgment, length of the show, cast, crew and designer credits, and audience restrictions. This speech is to be approved by the SATCo GMs before each production. The Front of House Manager will make content notes and trigger warnings available before the top of the show but it is the patron's responsibility to inform themselves if they wish to do so.

The Front of House Manager is responsible for attending at least one production meeting for each show of the season and attending every dress rehearsal and show of the SATCo season. Before opening the house doors the stage manager must pass the house to the Front of House Manager. The stage manager must wait to begin the show until the house is passed back to them from the Front of House Manager (with a thumbs up).

The Front of House Manager is responsible for handling box office donations and writing a Front of House report after every show. Responsibility of box office sales will then be handed to the Financial Manager to deposit at their discretion.

Latecomers will not be seated later than 10 minutes after the show has begun and must wait for the Front of House manager to escort them into the theatre to minimize disruptions.